

GOVERNMENT OF THE DISTRICT OF COLUMBIA
DEPARTMENT OF EMPLOYMENT SERVICES



americanjobcenter[®]
DISTRICT OF COLUMBIA

DEPARTMENT OF EMPLOYMENT SERVICES
DR. UNIQUE MORRIS-HUGHES, DIRECTOR

MISSION STATEMENT

The Department of Employment Services (DOES) mission is to connect District residents, job seekers, and employers to opportunities and resources that empower fair, safe, effective working communities.

DCNETWORKS.ORG

Registration in **DCNetworks.org** provides access to resources, tools and services offered by the American Job Center.

Registration in DCNetworks.org also connects you to more than 100,000 jobs in the Metropolitan Washington area with access to job search tools, job announcements, job recruitments and other employment related resources 24- hours a day including:

- ❑ Resume Builder, Letter Builder, Labor Market information
- ❑ Occupational Skills Assessment, Alison Online Educational Resources
- ❑ Independent Job Search, Skills Matching, and Virtual Recruiter

RESOURCE CENTER / UNEMPLOYMENT COMPENSATION

Resource Center

Services Offered:

- Conduct independent job search
- Complete employment applications online
- Check employment-related emails
- File Unemployment Insurance Claims
- Conduct phone interviews and make employment related calls
- Print, copy, and fax employment related documents

American Job Centers Hours of Operation:

8:30am – 4:30pm

Monday - Friday

Unemployment Compensation

We strongly encourage customers seeking unemployment benefits to do so online for quicker service

- Customers can file online at www.DCNetworks.org
- Call (202) 724-7000

We are dedicated to making the filing process a stress free experience for our customers.

If you have any questions regarding your unemployment claim call (202) 724-7000 or visit one of the American Job Centers.

American Job Center Unemployment Compensation

Hours of Operation

8:30am – 4:00pm Monday - Friday

\For more information about the Department of Employment Services, please visit www.does.dc.gov, or call (202) 724-7000, TDD (202) 673-6994.

VETERAN SERVICES

Veterans Employment Services

Veterans are entitled to receive a priority in service that includes:

- ❑ A 24-hour Veterans-Only hold on all new job orders that the DOES Workforce System receives
- ❑ Assistance from Veterans Specialists who are dedicated to providing priority employment and training services
- ❑ Eligible veterans (post 9/11 era) can present their Gold Card at one of our American Job Centers to receive enhanced intensive services

VETERAN REPRESENTATIVES

Lana Hampton (DVOP) (*Mon, Wed, Fri*)
American Job Center-Headquarters
4058 Minnesota Ave, NE
Washington, DC 20019
(202) 724-3889

Goldsborough Sterling (DVOP)
American Job Center-Northwest
2000 14th Street NW 3rd Floor
Washington, DC 20009
(202) 442-4410

Michael Ervin (DVOP)
American Job Center, SE
3720 Martin Luther King, Jr. SE
Washington, DC 20032
(202) 741-8840

Lana Hampton (DVOP) (*Tues, Thurs*)
American Job Center, NE
5171 South Dakota Avenue, NE
Washington, DC 20017
(202) 576-3070

INCREASED OPPORTUNITIES THROUGH WIOA

The Workforce Innovation & Opportunity Act (WIOA) program is designed to help you **INCREASE YOUR SKILLS, INCREASE YOUR WAGES, and GAIN AND RETAIN EMPLOYMENT** through superior customer service and specialized attention.

Adult and Dislocated Workers services include:

- One-on-One Assistance
- Specialized Assessments
 - Career Interest
 - Occupation Skills
 - Personal Skills
- Development of Individual Employment Plans
- Job and career counseling
- Life skills training/coaching
- Job-readiness Training
- Occupational Skills Training
- On-the-Job Training
- Skills upgrading

OCCUPATIONAL SKILLS TRAINING

All programs are less than one year

Provide a certificate of completion, a certification or a license

All are **High Demand Occupations for the Metropolitan Area**

- Medical Assistant
- Certified Nursing Assistant
- Project Management
- CompTIA A+, Network +, Security+
- Security Guard
- Auto Tech Specialist
- Microsoft Office Specialist
- EKG/Phlebotomist
- Certified Information Systems Security Professional
- Cisco Certified Network Associate
- Cisco Certified Entry Level Networking Technician
- CDL Class A and Class B
- Culinary Arts
- Hospitality
- Certified Ethical Hacker
- AWS Cloud Practitioner
- Emergency Medical Technician (Basic and Advanced)

BASIC REQUIREMENTS & INFORMATION

- ❑ Must be at least 18 years of age or older
 - ❑ Must be a DC resident
 - ❑ Must have at least a High School Diploma/GED for all trainings
- ❑ Meet with an Employment Specialist at any AJC
 - ❑ Must take and pass CASAS test with the required math and reading level (unless customer has an Associates degree or higher)
 - ❑ Must submit required document i.e. birth certificate, social security card, w-2/wages (if applicable)
 - ❑ Process takes a minimum of 30 days

Drug Screenings

Despite decriminalization of marijuana in the District of Columbia, marijuana is a Schedule 1 drug and in many industries, especially the construction industry, it is considered a safety risk to operate a vehicle or equipment, handle tools and materials, etc. under the influence of marijuana. Marijuana cards are not accepted in most industries.

PROFESSIONAL ENHANCEMENT WORKSHOPS

- ❑ Navigating DC Networks
- ❑ Writing a Professional Cover Letter
- ❑ Smart Resume: Tips, Tools and Techniques
- ❑ The Conversation that Gets the Job
- ❑ Successfully Submitting Online Job Applications
- ❑ Match Your Resume to Your Dream Job (Headquarters only)
- ❑ How to Complete A Job Application Using Dcnetworks.org (Headquarters only)

PROGRAM PARTNER

Department of Disability Services and the Department of Rehabilitative Services Administration (DDS/RSA)

Voc-Rehab services include:

- Career exploration and job placement assistance
- Accommodations for assistive technology equipment
- Materials and alternate formats needed by customers to receive services or meet employment readiness goals
- Referral services are available for customers who require more intensive services

PROGRAM PARTNER

Department of Human Services

Are you in need of signing-up for or re-certifying for Temporary Assistance for Needy Families (TANF), Food Stamps, Child Care Vouchers, and/or Medical Insurance?

If so, please visit the American Job Center to meet with a Department of Human Services (DHS) representative.

AJC-HQ

A DHS representative will be on site to assist you on the following days.

Mondays: Sign up or recertify for food stamps, child care vouchers, and/or medical insurance

Tuesdays: Sign-up for or recertify for TANF

APPRENTICESHIP SERVICES

Office of Apprenticeship Information and Training (OAIT)

- ❑ Apprenticeships combines on-the-job training with classroom instruction, teaching workers the practical and theoretical aspects of highly skilled occupations.
- ❑ Apprenticeship programs are sponsored by employers, labor groups, and employer associations.

Qualifications include:

- ✓ 18 years of age or older
- ✓ Drug-free
- ✓ Physically able to do the work of the specified trade/occupation
- ✓ A high school diploma or general equivalency diploma (GED)
- ✓ Access to reliable transportation particularly for construction trades

Some trades include; Brick Mason, Cement Mason, Carpenter, Electrician, Elevator Constructor, Glazier, Plumber, Insulation Worker, Marble Repair Technician, Marble Setter, HVAC Technician, Painter/Decorator, Plasterer, Roofer, Sheet Metal Worker, Sprinkler Fitter, Stationary Engineer, Heavy Equipment Operator

YOUTH SERVICES

Office of Youth Programs

- ❑ Develops and administers Workforce Development Programs for District youth ages 18 yrs.- 24 yrs.

Programs:

- ❑ Grow Your Own Program (GYO)
- ❑ In-School Program
- ❑ Mayor's Youth Leadership Institute
- ❑ Summer Youth Employment Program
- ❑ One City High School Internship Program
- ❑ Pathways for Young Adults
- ❑ Out-of-School Program

SENIOR PROGRAMS

Senior Community Service Employment Program (SCSEP)

- ❑ SCSEP provides meaningful, part-time, paid work experience and/or training to low income District residents who are 55 years or older.
- ❑ The program's mission is to promote pathways to economic self-sufficiency for older individuals, enhance employment opportunities, and provide businesses with trained, qualified, and reliable workers.

DC INFRASTRUCTURE ACADEMY

Infrastructure is one of the fastest growing industries in the country. DOES has opened the DC Infrastructure Academy (DCIA) to meet the need for skilled infrastructure professionals in the District of Columbia. This academy will train and prepare DC residents for infrastructure jobs with leading companies in this high demand field.

Programs include:

Quick Path To Transportation

- Automotive Technician

Quick Path To Technology

- Cisco Academy
- IT Help Desk/Comp TIA A+

Quick Path To Energy

- Pepco Training
- Solar Works DC

2330 Pomeroy RD. SE Washington, DC 20020 | 202-899-6040

PROJECT EMPOWERMENT

Provides supportive services, basic education, job coaching, employability, life skills, limited vocational training, and job search assistance for adults with multiple employment barriers.

Eligibility Criteria:

- Must be 22-54 years of age
- District of Columbia resident
- Currently unemployed
- Not receiving Temporary Assistance for Needy Families (TANF) or Unemployment Compensation (Food Stamps and Medicaid are acceptable)
- Able to pass a drug test at the time of the Project Empowerment Orientation

Must have at least 3 significant barriers to employment

PROJECT EMPOWERMENT

In addition, participants must demonstrate a substantial need for intensive employment assistance by exhibiting at least 3 of the following:

- Basic skills deficiency (determined by CASAS testing score)
- Lack of secondary education credentials (No high school diploma or GED)
- Documented history of substance abuse
- Homelessness
- History of job cycling (not maintaining steady employment)
- Conviction of a felony or previously incarcerated

GET REFERRED IN 3 EASY STEPS!

Step 1: Visit an AJC and complete the Intake Process

- ✓ Register in DCNetworks.org
- ✓ Complete the Get to Know your American Job Center (General Orientation)

**** Step 2: Attend 4 AJC Workshops**

- ✓ Smart Resume: Tips, Tools and Techniques
- ✓ Navigating DCNetworks
- ✓ Successfully Submitting Online Job Applications
- ✓ The Conversation that Gets the Job (Interviewing Skills)

Step 3: Be referred to the Project Empowerment Orientation/Program!

AMERICAN JOB CENTER LOCATIONS

HEADQUARTERS

4058 Minnesota Avenue, NE
Washington, DC 20019
(202) 724-2337

NORTHEAST

CCDC - Bertie Backus Campus
5171 South Dakota Avenue, NE, 2nd Floor
Washington, DC 20017
(202) 576-3092

NORTHWEST

Frank D. Reeves Municipal Center
2000 14th Street, NW, 3rd Floor
Washington, DC 20009
(202) 442-4577

SOUTHEAST

DC Infrastructure Academy (DCIA)
2330 Pomeroy Road, SE
Washington, DC 20020
(202) 899-6040

Hours of Operation:

Monday – Friday 8:30 a.m. - 4:30 p.m.

QUESTIONS

